BUSINESS LETTER INSTRUCTIONS

1. You can choose one of the following topics to write your business letter
   1. Writing to Apple because your new iPhone is not working
   2. Writing to a fast food chain because the service was bad and slow
   3. Writing to a shoe company because you bought their shoe and it wore out too quickly.
   4. Writing to the food services company that provides our school lunch suggesting better school lunch
2. When writing the letter, follow the formatting instructions
3. Change all of “Lucy Letter’s” information to your own personal information
4. Follow the guidelines for what should be in each paragraph